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<b>P-CARD USER MANUAL.....</b>	<b>1</b>
<b>UPDATING YOUR E-MAIL ADDRESS .....</b>	<b>1</b>

# P-CARD USER MANUAL

## UPDATING YOUR E-MAIL ADDRESS

If your e-mail address or name has changed or appears incorrect at the Statewide Accounting System menu (before you select P-Card, Payment Services, etc.), you can change own e-mail address at that screen:

1. Click **Edit** next to your e-mail address
2. Enter your correct e-mail address.
3. Click **Save**.

Figure 1 - Changing your e-mail address

